



NEW YEAR REMINDERS

Thank you for your help to make the fiscal year-end go smoothly. Here are some reminders to make the new fiscal year go as well.

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Karen Sluder, Assistant Director (317)233-3199

Jessica Ballou, Vendor File Specialist (317)232-3302

- * *Forms—Please use the correct version of the state forms. Our website has all the current versions listed.*
- * *Claim Vouchers—Under the “description” please include the service date and a description of the product or service being paid. DO NOT USE ALL NUMBERS!*
- * *I.D. Bills—All payments made to other state agencies must be on either a JV or an ID Bill. If you are using an ID Bill do not forget to include a description. If you want to include your PeopleSoft PO number that is fine but you also need to describe what you are paying for.*
- * *SDO reimbursements—Please separate your **reportable** and **non-reportable** reimbursements. If you need training please contact either Wendy Armstrong or Karen Sluder.*
- * *Invoice Information—Please send the complete invoice with your payment. Do not tear off the remit portion of the invoice. If you must remove this portion to mail with your payment please include a copy of the whole invoice and the top part of the original invoice. The Auditor’s office needs the remit address to ensure payments go to the correct address.*

- * Check Stubs—You should mail the check stub to your vendors. Do not keep this for your records.*
- * Warrants and EFT Notifications—You must mail out all checks and EFT notifications to your vendors within 24 hours.*
- * Request to reissue warrants—We do not reissue warrants for a wrong address. If your check is made payable to the correct vendor but the address is incorrect, you should place the check in an envelope and put the correct address on the envelope. When you submit a request to have warrants reissued, please do not put “for purposes not intended” on the form. Please give us a reason why the check must be reissued.*
- * Foreign vendors—We must have a W-8 on file for every foreign vendor. If you have any questions, please contact Jessica Ballou.*
- * Diskette Payments— Please try to have at least 10 payments on your diskettes.*
- * ACH—Please include the invoice number for your vendors, especially those vendors who are on direct deposit. If you are paying more than one invoice at a time, please be sure to include all of the invoice numbers. The Auditor’s office answers questions everyday for vendors whose direct deposits were missing invoice information. If you do business with Dell, UPS, IBM, or Goodyear you MUST include the invoice information. Someone at the Auditor’s office has to look up your payments if you do not include your invoice number.*
- * Remittance Information— Be sure to include enough information so the vendor will know how to apply the payment. You have a line for remittance information that can hold over 60 characters. Remember you should place information in this field that will aid your vendor. In most cases this should be the invoice number/s.*